

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: DECEMBER 27, 2012
REVISED: FEBRUARY 19, 2013
CLOSING DATE: MARCH 11, 2013

DEPARTMENT: Health/Prevention

POSITION: Healthy Steps for Young Children
Coordinator

LOCATION: Globe

JOB CODE: 12-119

ANNUAL SALARY: \$33,716.80-\$41,080.00 DOE

NATURE OF WORK

The job of the Healthy Steps for Young Children Coordinator is to assist the Healthy Steps Director in the coordination, implementation, and oversight of projects and tasks.

DUTIES AND RESPONSIBILITIES:

- Ensures the consistency and maintainability of Healthy Steps Program services.
- Supports efforts to integrate Healthy Steps Program services into existing and newly identified environments including preventative programs and clinical systems throughout Globe and Payson.
- Monitor and evaluate community health needs relevant to child development and behavior.
- Oversees and ensures quality assurances and accessibility for child and family treatment planning relevant to child development and behavior, along with oversight of grant and program data collection, reporting, and research.
- Advances funding opportunities and policies within the community that support the sustainability of the Healthy Steps Program.
- Performs liaison duties between Healthy Steps Director and Healthy Steps Program staff in the areas of early childhood health and development.
- Represents and facilitates Gila County's community outreach services and programs within environments promoting the importance of early childhood health and development, including participation on statewide and national councils, boards, task forces, and work groups, including Healthy Steps Advisory Council activities.
- Provides trainings designed to advance professional development opportunities for internal and external individuals serving young children and their families, and connects community resources to promote partnerships to better identify and solve health problems.
- Provides Healthy Steps services to clients and their families, including connecting them to the needed health care services and informing and educating them on health issues.
- Coordinates and facilitates Healthy Steps Advisory Council activities.
- Participates in special projects and additional duties as directed.

WORKING ENVIRONMENT: Work is performed in a standard office environment and in the field when promoting/delivering program services; must be capable of traveling to and from various work locations on a frequent basis to attend meetings; depending on area of assignment may be exposed to variable weather conditions and public health emergency situations; performing the job's functions require the following physical demands: carrying, pushing, and/or pulling; standing, walking, driving, and may require lifting up to 50 pounds.

EMPLOYMENT STANDARDS:

- Master's in Child Development, Psychology, Nursing, Social Work, or related field (preferred); Bachelor's in Child Development, Psychology, Nursing, Social Work, or related field (required).
- Three years of early childhood program coordination and staff supervision (required).
- Experience in managing and reporting grant funded programs (preferred).
- Experience as a trainer (preferred).
- Bi-lingual (Spanish/English) skills (preferred).
- A Valid Arizona Driver's License; depending on area of assignment, may require program specific licensing or certification.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of:

- Principles and practices of public health services; processes and standards for delivering health service programs; methods for identifying community health needs; processes for coordinating events that promote public health and well-being.
- Early child and child development stages, including behavior and physical.
- Child development related activities throughout Arizona, national and local child development, and health care trends and health care services.
- Knowledge of and ability to use computers with Windows-based business software applications.
 - For example: Microsoft Word, Power Point, and Microsoft Publisher

Skills in:

- Performing a variety of community health functions in support of assigned programs and activities.
- Skill in oral and written communication, including the ability to draft, proof and construct professional documents and correspondence using contemporary business standards.
- Effective organizational skills including the ability to multitask and manage multiple projects at the same time and adaptability to changing priorities to meet demands of business.

Ability to: Provide health services to the community; deliver health information and education to the public; promote health programs and services; assess and identify community health requirements; assist with developing and implementing community health programs; prepare and maintain program documentation and records; track program income and expenditure; assist with identifying grant funding sources and applying for grants;

- Ability to complete regular program evaluations and utilization of reports
- Ability to champion all employer sponsored wellness efforts.
- Ability to establish and maintain effective working relations.
- Ability to travel, as needed.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.